Sound Transit

Rules for Public Comment

Citizen comments are an important part of the public process. The Sound Transit Board takes comments seriously and considers them in its deliberations. All Sound Transit Board and Committee meetings are open to the public.

The Board welcomes public comment on items that are on that day's agenda for final action. If you wish to address the Board, you must complete and submit this sign-up sheet before the meeting is called to order. You can drop your completed sheet into the tray provided or give it to any Board Administration staff member.

As time permits, the public will have an opportunity to comment on a final action as long as the comments are germane. Speakers will limit their comments to issues that the speaker has identified on the sign-up sheet.

Before calling up the first speaker, the Chair will announce the amount of time each person will have to speak. Generally, comments will be limited to two minutes. The microphone will be turned off at the end of the speaker's allotted time or if the speaker uses personal attacks, profane language, or makes remarks unrelated to the comments summarized by the speaker on the sign-up sheet.

Because public comment is permitted only on certain agenda items, please place written comments about issues not directly related to today's agenda items in the tray labeled general comment. All comments received will be provided to the Sound Transit Board. You may also mail or email your comments to the following address:

Board Administrator
Sound Transit
401 South Jackson Street
Seattle, WA 98104

Or e-mail to: boardadministration@soundtransit.org

(See reverse side for some public comment tips.)

Public Comment Tips

- ***Sign-Up Sheet:*** Fill out a sign-up sheet before the meeting is called to order and drop it into the public comment tray provided or give it to any Board Administration staff member. Blank sign-up sheets are available on the table outside the Ruth Fisher Boardroom. Only people that fill out sign-up sheets will be called upon to comment.

- ***Be Ready:*** Please be in the boardroom and ready to speak when the Chair calls your name.

- ***Appropriate Topics for Public Comment:*** Comments must be on an item on today's agenda for final action and must stay on the issue you described on the public comment sign-up sheet.

- ***Time Limit:*** Public comment is limited to two minutes per individual; additional time may be granted by the Chair if a spokesperson is selected to represent several individuals that are present during the meeting. To assist you, we use a timer with three lights – a steady green light comes on when you begin speaking and flashes when there is 1 minute remaining. The amber light will come on when there are 30 seconds remaining. When the red light comes on and a beep sounds, it means your time is up. The microphone will be shut off at the end of your time.

- ***Appropriate Behavior:*** Out of respect for differing viewpoints and the public comment process, clapping or making noise in support or in opposition to public comments is not allowed. Additionally, personal attacks or profane language will not be allowed and may result in the microphone being shut off and being asked to leave the meeting.

- ***Remember Your Objective:*** Usually the objective of public comment is to persuade Boardmembers to vote or decide in favor of your side of the issue. Due to the limited amount of time you have to speak, it is recommended that you state the most important information early in your remarks and avoid long stories. One idea to help make your comments effective is to organize your points so they're easily understood and then close by stating your recommendations.

- ***Diversity of Opinion:*** Please be aware that most issues have at least two sides. The Board must balance all views, interests, and proposals as it determines the best course for serving the overall good of the public.